

Interagency Committee of State Employed Women (ICSEW)
Committee Policies and Procedures

5.04 History Committee

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Date Modified:

PURPOSE

This policy provides information, general guidance, and expectations of the Chair of the History Committee or "Historian."

INTENT

The intent of this policy is to preserve archives of ICSEW information and to provide a historical retrospective to members and all state employees through publication of a historical article in the *InterAct* newsletter at least once per year.

SCOPE

This policy applies to all ICSEW members and subcommittee chairs.

POLICY

The Historian assists the ICSEW in cataloging and storing of past ICSEW information, documentation of activities, and educational materials. The Historian will be available to accept new information and materials from committee members and subcommittee chairs to incorporate with archival materials. The Historian will update the archives manifest as new information is gathered, and will keep an electronic log of materials in Excel format. The Historian will pass this file on to the next chair, to assure a smooth transition.

The Historian will evaluate current storage facility needs, research cost effective methods, and propose improvements to the Executive Board as storage space becomes limited. The Historian will evaluate archival practices and procedures to keep in line with new technology that may be of value, such as scanning documents for electronic storage on the ICSEW Web site.

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PROCEDURE

The Historian may host sorting events where information is gathered from past members and subcommittee chairs, as necessary. Storage of ICSEW information is available and will be maintained and inventoried as necessary.

RELEVANT LAW AND OTHER RESOURCES

Board Approved:

Committee Approved: